

California State University, Fresno Foundation

MAINTENANCE ASSISTANT – UNIVERSITY DINING SERVICES

JOB ANNOUNCEMENT #25-698

POSITION SUMMARY:	<p>Full-time, benefited position with University Dining Services through the California State University, Fresno Foundation. Under the general direction of the Dining Services Director, and in conjunction with the Maintenance Technician, the Maintenance Assistant is responsible for assisting in the general maintenance, operation and repair of equipment for all operating units within the University Dining Services/Association Administration Buildings. This includes but not limited to, electrical, plumbing, carpentry, painting, furnishings, upkeep, building structures, fixtures, and equipment. This position also works cooperatively with the entire University Dining Services staff in fulfilling the mission of the University Dining Services.</p>
ESSENTIAL JOB FUNCTIONS:	<p><u>General Building Maintenance Management:</u> General knowledge of the operation of equipment; Performs regular building inspections and reports and makes recommendations to the Maintenance Technician; Repairs and maintains building structures, infrastructures, equipment, and furnishings; Inventories and orders parts and materials required for maintenance of the buildings; Conducts monthly inventory of product in the warehouse.</p> <p><u>Lighting:</u> Performs daily inspections, upkeep and repair of lighting within the facilities; Analyzes and makes recommendations on retrofitting and/or replacement of light fixtures; Inventories, orders, receives, purchases, and picks up materials for lighting maintenance.</p> <p><u>Electrical:</u> Repairs and maintains electrical systems and equipment, both single and three phase such as motors, switches, and wiring; Repairs minor electrical problems including extension cords, lighting fixtures, receptacles, timers, relays, circuit breaker panels and circuit alterations.</p> <p><u>Plumbing:</u> Maintains and repairs plumbing fixtures and related piping and valves associated with lavatories, basins, toilets, and urinals; Repairs landscape irrigation systems as needed; Maintains all plumbing systems including domestic water, fire sprinkler system, irrigation, gas, building drain, waste, and vent; In conjunction with the Maintenance Technician, maintains and repairs chilled and hot water piping system.</p> <p><u>Carpentry:</u> Performs structural repairs as needed, including wood frame, steel frame, drywall, plaster, veneer paneling, and trim; Repairs and replaces doors and partitions; Repairs and rebuilds wood frame furniture; Designs and constructs wood furnishings and structures as needed.</p> <p><u>Painting/Finishing:</u> Inspects and determines the need for the painting and finishing of surfaces and furnishings; Applies paints and finishes such as latex, oil base, lacquer, polyurethane and urethane paints and finishes in accordance with approved and recommended standards.</p> <p><u>Renovation/Remodeling:</u> Performs minor in-house remodeling projects.</p> <p><u>Fleet Vehicle Maintenance:</u> Inspects and makes recommendations regarding company fleet vehicles and their need for service and/or repair.</p> <p>Other related duties as assigned.</p>

QUALIFICATIONS & EXPERIENCE:	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • High school diploma required. Trade school, college, or other specialized training and certifications in electrical and electronic fields and building trades highly desirable. • Minimum six months of experience in facility maintenance and repair. • Ability to safely operate a variety of hand tools, power tools, and maintenance equipment. • Ability to stand and walk for long periods of time, bend/kneel/reach frequently, and lift/move 50 pounds unassisted. • Knowledge of accepted methods of plumbing, electrical, and building maintenance. • Knowledge of safety standards and practices and preventative maintenance planning. • Ability to prioritize work assignments, and work effectively with shifting priorities and deadlines • Ability to establish and maintain effective, cooperative, and harmonious relations within a diverse campus community environment
SALARY/BENEFITS:	\$17.00 per hour (equivalent to \$35,360 annually). Benefits include health, dental, vision, 401K and life insurance, vacation, sick leave, and holiday pay.
DEADLINE:	Application review begins <u>May 16, 2025</u>. Position will remain open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application.</p> <p>E-mail completed application & resume to: auxiliary-hr@mail.fresnostate.edu</p>

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>

Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.

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